

FINANCIAL ANALYST

DEFINITION

Under general direction of the Director of Finance, performs a variety of professional level duties in support of the Finance Department including the preparation of the annual budget and the Comprehensive Annual Financial Report; conducts research and analysis in a variety of areas including financial planning, financial operations, and operations of different work processes; reports findings to management including preparation of written plans/reports; performs rate analysis and development; participates in the implementation and coordination of new programs and processes; and performs other duties as required.

DISTINGUISHING CHARACTERISTICS

This is a journey-level classification requiring a working knowledge of overall City operations and specialized knowledge of financial policies and planning, budget development, and related research methods and regulatory standards affecting City operations. Work requires creativity and resourcefulness to accomplish goals and objectives. The focus of this classification is quantitative, fiscal, and economic analysis for management of financial operations. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise. Adequate performance at this level requires the knowledge of Finance Department procedures and the ability to choose among alternatives in solving problems. Positions allocated to this class exercise a high degree of responsibility for financial research and analyses. The Financial Analyst provides recommendations for consideration by the Director of Finance and other administrative officials.

SUPERVISION RECEIVED

General direction is provided by the Director of Finance or other designee as assigned.

SUPERVISION EXERCISED

Responsibilities may require technical and functional supervision of lower level staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Performs a variety of research, analysis, and reporting duties including research and analysis on various segments of City operations; collects and analyzes data and information including information on practices, policies, and procedures.

Identifies, investigates, and makes recommendations for changes as necessary; performs cost-benefit analysis on proposed changes.

Performs rate analyses as assigned and takes a leadership role in coordinating work with other departments and outside consultants for the preparation of City fees and charges.

ESSENTIAL DUTIES (continued)

Prepares meaningful technical and administrative reports, including staff reports on proposed changes; develops written procedures and implements programs resulting from research and analysis.

Assumes a lead role in the preparation of the City-wide budget and related documents; creates and maintains computer files to combine all information into a presentable format; ensures all components balance and reviews entries by department for accuracy and reasonableness; prepares draft budget for management team review; incorporates changes and issues subsequent drafts to the management team; incorporates final changes and coordinates the preparation of the final budget document for publishing.

Assumes a lead role in establishing and managing monthly and quarterly budget reporting; coordinates with other City staff; conducts variance analyses; drafts quarterly budget reports for review by the Director of Finance and ultimate presentation to City Council.

Analyzes the City's daily cash position and cash flow requirements, analyzes economic and interest rate trends; reviews investment strategies and options and selects investments as appropriate.

Prepares contracts, requests for proposals and other similar documents.

Assists with labor negotiations as needed; prepares model contract proposals for use during negotiations.

Participates in the development, implementation, and coordination of assigned programs and projects; coordinates with internal staff and outside groups and agencies; participates in the development of related Department and City policies and procedures; assists employees with questions or concerns; provides training to employees as necessary.

Assists in the completion of year-end financial reporting; collects and reports financial data, reviews documents, and prepares monthly key indicators report and quarterly variance report; analyzes the City's financial position; assumes responsibility for analyzing and preparing reports.

Performs complex and technical analyses on new debt issuances and the refinancing of existing debt; assists in establishing financing parameters; reviews bond counsel reports to ensure City priorities are addressed and interests protected; drafts reports and recommendations for review.

Provides assistance and technical and administrative support to management; researches, prepares, and presents technical, fiscal, and administrative studies, surveys, and reports; attends City Council and committee meetings as assigned.

Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate other department-specific equipment.

ESSENTIAL DUTIES (continued)

Provides training to lower-level and new staff as required.

Builds and maintains positive working relationships with co-workers, other City employees, and the public.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques of finance in a public agency which may include, bookkeeping, accounting, budget preparation and administration.

Methodology, practices and terminology used in financial management information systems.

Business mathematics.

Principles and techniques utilized in cost/benefit analysis.

Financial forecasting principles and practices including those used in the development of short- and long-range financial plans and budget documents.

Methods and techniques of effective technical, administrative, and complex financial report preparation and presentation.

English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

Collect, analyze, and interpret complex information and data including complex financial data.

Read, interpret, apply and present complex financial reports.

Prepare clear and concise reports, correspondence, and other written materials.

Write staff reports and develop related presentations.

Perform cost-benefit financial analysis.

Interpret computer-generated data and reports.

Maintain attention to detail and accuracy while meeting critical deadlines.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to:

Organize and prioritize a variety of projects in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Operate modern office equipment including computer equipment, specialized software applications, calculator and adding machine.

Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.

Communicate clearly and concisely, orally, and in writing.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two (2) years of increasingly responsible professional experience in financial analysis and long-range financial forecasting, including experience in auditing, accounting procedures, budget development, and the analysis and development of computer-based accounting systems.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in Business or Public Administration, Economics, Accounting, or a closely related field.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, twist, turn, kneel, bend, squat and stoop in the performance of daily office activities; converse by telephone, email, in person, and to small or large groups and be clearly understood; travel to various locations and participate in meetings to conduct City business during day and evening hours; read and comprehend technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely lift, carry and maneuver financial related materials, weighing up to 35 pounds. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year

712CS12

March 2012

Revised: May 2012

APP GROUP: 4

FPPC STATUS: Designated

FLSA STATUS: Exempt